View and print out MU Activity Report

In order to update activities for an Annual Review, the first thing you will want to do is print the MU Activity Report for the time period for which you are being evaluated.

1) Select Vitas & Biosketches on left-hand menu.
2) Select the eye symbol next to MU Activity Report.
3) Select the time period for which you are interested in viewing and select Refresh Report.
4) To export, select the Word document, switch to landscape orientation and narrow margins.
5) Go into myVITA > Activities and **add all activities that you do not find on the MU Activity Report that should be included.** Also, **update the end semester or remove activities that are on the MU Activity Report that should not be included.**

These semesters should match evaluation period for Annual Review.